

**Payroll Service Bureau
Operations Calendar**

December 2018

Mon	Tue	Wed	Thu	Fri
3 Submit November BES Premium Reward Discrepancy Report (PM4405) dated 12/1 required for November Health Care Reconciliation 4th Quarter Pre-Certification of Reportable Items distributed to agencies	4 Semi-Monthly Salaried Payroll Paperwork Deadline 11/25 - 12/9 PMIS Update Deadline 11/25-12/9 Bi-Weekly Wage Payroll Certification Deadline for 12/7 Wage Pay Day Cycle 1 11/11 - 11/24 Cycle 2 11/12 - 11/25 Cycle 3 11/9 - 11/22	5 Distribute 3rd Party Pmt's & Checks to Agy's re: Wage Pay	6	7 Notify PSB of any PMIS Changes affecting 11/25-12/9 Classified Employees Bi-Weekly Wage Employee Pay Day
10 Semi-Monthly Payroll Certification Deadline 11/25-12/9 CIPPS Leave Paperwork Deadline 11/25-12/9 4th Quarter Pre-Certification of Reportable Items Due	11	12 Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 12/21 Pay Day Cycle 1 11/25 - 12/8 Cycle 2 11/26 - 12/9 Cycle 3 11/23 - 12/6	13 CIPPS Leave Keying Deadline - 11/25-12/9 Confirm agency mailing address for W-2 reporting purposes	14 Semi-Monthly Employee Pay Day Ensure W-2 Distribution Form Submitted to SPO
17 Semi-Monthly Salaried Payroll Paperwork Deadline 12/10 - 12/24 PMIS Update Deadline 12/10-12/24	18 Bi-Weekly Wage Payroll Certification Deadline for 12/21 Wage Pay Day Cycle 1 11/25 - 12/8 Cycle 2 11/26 - 12/9 Cycle 3 11/23 - 12/6	19 Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay	20 Notify PSB of any PMIS Changes affecting 12/10-12/24 Classified Employees	21 Semi-Monthly Payroll Certification Deadline 12/10-12/24 CIPPS Leave Paperwork Deadline 12/10-12/24 REMINDER Bi-Weekly Wage TAL Batches Must be Loaded or Paperwork Submitted by 12/26 for 1/4 Pay Day Cycle 1 12/9 - 12/22 Cycle 2 12/10 - 12/23 Cycle 3 12/7 - 12/20 Bi-Weekly Wage Employee Pay Day
24 Holiday	25 Holiday	26 Last Day to certify wage or special for 12/28 check date Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 1/4 Pay Day Cycle 1 12/9 - 12/22 Cycle 2 12/10 - 12/23 Cycle 3 12/7 - 12/20	27 CIPPS Files Close at Noon CIPPS Leave Keying Deadline - 12/10-12/24 Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay	28 CIPPS Files Closed November Healthcare Certification Due
31 Holiday Semi-Monthly Employee Pay Day Bi-Weekly Wage Payroll Certification Deadline for 1/4 Wage Pay Day Cycle 1 12/9 - 12/22 Cycle 2 12/10 - 12/23 Cycle 3 12/7 - 12/20				

All Agy's have adopted a Cardinal Bi-weekly Payroll Cycle. The Bi-weekly Payroll Cycles are as follows:

Cycle 1	122, 123, 129, 132, 140, 147, 148, 151, 152, 154, 156, 157, 161, 165, 174, 191, 194, 200, 202, 218, 222, 223, 226, 233, 238, 245, 350, 400, 402, 409, 413, 417, 423, 425, 440, 505, 506, 602, 720, 765, 778, 841, 851, 937, 938, 957, 960
Cycle 2	133, 136, 141, 143, 201, 241, 848, 948
Cycle 3	127, 146, 181, 199, 239, 403, 405, 411, 942